

Frontier District Life to Eagle Process

Project Approvals

Eagle Scout Project approvals are handled by the individual districts in the Laurel Highlands Council.

Project Workbook

Scouts are required to use the most current workbook. You can download the most current workbook from <http://www.scouting.org/advancement>.

How to schedule a project approval and what to bring

The Scout seeking approval for an Eagle Project must have all required signatures (Scoutmaster, Committee Chair, and the Beneficiary) before calling to schedule an appointment to meet with the Advancement Chair or one of the Advancement Committee. Calls must be made to Kurt Ellenberger (412) 489-6213 to set up a time and place for the meeting. Make sure that you have the entire project workbook printed out to bring with you to this meeting. It is best if you can bring a parent or your project coach with you to this meeting, not only to fulfill the two deep leadership required in the Youth Protection Guidelines but also to have another set of ears to help you with the details.

Please note that only the District Advancement Chairman or someone on the District Advancement Committee can approve an Eagle Project.

If your Project will involve fundraising or soliciting donations from anyone outside of your family, your unit, your unit's Chartered Organization, or the Project's Beneficiary, then you will also need to complete the Fundraising Application Form included in your workbook before you start fundraising or soliciting. This includes donations from big box stores such as Lowes, Home Depot, 84 Lumber, etc. This form requires the signatures of the Project Beneficiary, the Scoutmaster and the Advancement Chairman. We suggest that you bring a signed copy to the approval meeting so that you can begin immediately on your Project once that it is approved.

Remember: You cannot begin your Project until you have all of the required signatures and your Project has been approved! If work on a Project has begun before it is approved, it will be rejected by the Advancement Committee.

What happens at and after a Project approval

When you come to the meeting for your project approval the Advancement Chairman will be handling the process. He will ask you for your Project Workbook which he will read and discuss with you. When he looks over your Project proposal and discusses it with you one of three things will happen:

1. He will sign your project as approved as you presented it.

2. He will have questions, which once answered and any necessary corrections are made, he will approve the project and sign it.
3. He will find a problem with the Project as presented that cannot be addressed at the meeting and he will tell you what you need to do in order to fix it and how to proceed from there to obtain the Project approval. This is the only case in which you will not leave with a Project approval that night.

Once your project has been approved you are ready to start at your convenience. If you have to make any substantial changes to the project after approval has been given, you must contact the Advancement Chairman for approval.

What would cause a project to not be approved?

There are several reasons that a project might not be approved. Here are some of the most common:

1. The project proposal is missing information or signatures. Check to be sure that all of the necessary signatures are present (including your own) and that you have answered all relevant parts of each question on the form. The Advancement Chairman's signature is the last one to be added to the form. All others need to be there first! Also make sure that your contact information page is complete, including your project coach.
2. Work on the project has already begun without approval.
3. The project does not benefit an eligible organization. Projects have restrictions as to who they may benefit, for example commercial businesses and Scout organizations are not eligible. Consult your project workbook for the guidelines and contact the Advancement Committee if you have questions about what may or may not be eligible.
4. The Project is not of sufficient scope for you to demonstrate your leadership. A project that is too small or "canned" ie; a blood drive, or routine work that is regularly done or otherwise not in need of leadership is unlikely to be approved.
5. The Project is otherwise prohibited. The BSA prohibits projects that are solely fundraising efforts as well as those that are illegal or otherwise prohibited by outside entities.

Boards of Review

Eagle Scout Boards of Review are handled by the individual Districts in this Council.

How to schedule an Eagle Board of Review

Once a Scout has finished his Project and paperwork and has taken it to the Council office to be processed only the Eagle Board of Review is left. To schedule an Eagle Board of Review someone from the unit (usually the advancement chair or the Scoutmaster) will contact Kurt Ellenberger to make an appointment.

Who and what to bring to the board of review

When you arrive for your board of review you will need to be accompanied by two adults who are eligible to sit on a board of review. (This can be anyone over the age of 21 who is not your Scoutmaster, asst. Scoutmaster or your relative) These adults should be selected by the unit. Many units elect to bring members of the unit committee or other parents from the unit, teachers, religious leaders, members of local government, etc. It is appropriate for persons attending in scouting capacity to be in uniform. If not, then business attire is appropriate. There shall be no more than 6 persons sitting on an Eagle board of review including the Advancement Chairman and no less than 3 including the Advancement Chair. You should also have one of the adults bring copies of your reference letters as listed on your application and you should also have all of the related paperwork with you.(your Eagle application, project workbook, photographs of your project and your Life ambition statement. If you can, please bring three extra copies of your workbook and application to speed up the process of the board of review. The Scout's Handbook must also be presented with all of the Eagle Scout Advancement pages completed and signed including the Scoutmaster conference.

A board of review will not be started until the following are true:

1. The Scout is present
2. The Scout's Eagle Scout application is present and signed off by the Council Registrar.
3. The Scout's Project Workbook is present.
4. The unit has provided the appropriate number of eligible adults to sit on the board.
5. The Life Ambition Statement is there.

What happens after the Eagle Board of review

Once the board of review is completed one of two things will happen:

1. If the board feels that the Scout has earned the Eagle rank then they will sign the necessary papers and return them to the unit or to an adult leader at the unit's preference. The paperwork will then need to be returned to the Council office to be processed and to order the medal, patch, and other recognition items.
2. If the board does not feel that the Scout has earned the rank then they will tell the Scout this and discuss the reasons why this happened. Then they will contact the Scout in writing to follow up with a detailed summary of the problem or problems encountered and how the Scout may choose to proceed. The options are to accept the decision of the board, address the problems and schedule another board, or to appeal the decision to the Council Advancement Committee.

Everything in this document can be found in the "Guide To Advancement" available on the council website

Advancement Chairman contact:

Kurt Ellenberger (412-489-6213)

